

KANSAS CITY, MO. POLICE DEPARTMENT		DATE OF ISSUE	EFFECTIVE DATE	NO.
PERSONNEL POLICY		3-8-01	3-14-01	740-6
SUBJECT			AMENDS	
Policy Series 700: Administration of Leave 740 - Sick Leave				
REFERENCE		RESCINDS		
PI Automated Timekeeping PP - 450, 630, 710, 745, 746, 810 & 825		Personnel Policy 740-5		

I. INTRODUCTION

The sick leave policy is designed to provide a member with continued income when an illness or non-duty related injury or disability prevents the member from working on scheduled duty days. In accordance with the Family and Medical Leave Act of 1993, sick leave may be used for paid family and medical leave.

II. SICK LEAVE POLICY

Sick leave is paid leave granted to members for absences due to legitimate personal illness or non-duty-related injury or disability from which a medical expectation of recovery and return to full duty is anticipated. In some family and medical leave situations; sick leave will be granted to members **after all other forms of paid leave have been exhausted**.

A. Sick leave may be taken in one-hour increments.

B. Accrual Rate of Sick Leave

1. Accrued sick leave is credited at the beginning of each month following accrual.
- * 2. Sworn members appointed prior to November 16, 1987, accrue either 30 days (20 hours per month) or 18 days (12 hours per month) of sick leave per year. Sworn members appointed on or after November 16, 1987, accrue 18 days per year.
3. Non-sworn members appointed prior to November 1, 1987, accrue 15 days (10 hours per month) of sick leave per year. Non-sworn members appointed on or after November 1, 1987, accrue 12 days (8 hours per month) per year.
4. A new member appointed on or before the 15th day of the month will accrue sick leave for that month; a new member appointed after the 15th day of the month will not accrue sick leave for that month.
5. Members who retire, resign, or are terminated after the 15th day of the month will accrue sick leave for the entire month.
6. Members on sick days will **not** accrue additional sick leave.

7. Members who have accepted an assignment in the Limited Duty Pool will accrue sick leave while assigned to a position.

C. Accumulation of Sick Leave

1. Unused sick leave shall be carried forward to the next calendar year with no limit on the amount accumulated.
2. A member on sick leave, who wishes to save sick leave, may submit a Form 1 P.D., Application for Leave, through the chain of command requesting to use vacation days instead of sick days.
3. Members on sick leave shall not be allowed to carry over vacation days to a subsequent year.

D. Notifications

1. A member will notify a supervisor, prior to the time scheduled to report for duty, giving the nature of the illness, injury, or disability causing the absence. Notification is required each workday unless the illness, injury, or disability would normally require the member to be off for an extended period of time.
2. A member will notify the immediate supervisor, as soon as possible, of admittance to a hospital and expected release date. The supervisor will notify the Benefits Section.
3. Upon medical confirmation of an illness, injury, or disability requiring immediate or future use of sick leave over twenty-eight consecutive calendar days, a member will notify the immediate supervisor and the Benefits Section, in writing.

E. A member with an injury, disability, or illness which may require future use of sick leave (e.g., scheduled operation, pregnancy, etc.) shall obtain a medical statement from the attending physician addressing the member's ability to perform work assignments, as specified below:

1. A sworn member's statement must specify the ability or inability of the member to perform the full and unrestricted duties of a police officer effectively and safely for an entire tour of duty.
2. A non-sworn member's statement must specify the ability or inability of the member to perform assigned duties effectively and safely for an entire tour of duty.

F. A member will refer to Policy 630 prior to engaging in any type of off-duty employment.

- G. If a member appears in court because a continuance could not be obtained, or is called back for a statement concerning some other matter, court time/overtime will be allowed.
1. The member must be willing and physically able to respond.
 2. The member's ability to respond shall be determined by the immediate commander based on the member's current medical condition.
- H. When an illness or noted instance of unusual behavior suggests psychological origins, the member may be required to submit to an examination by a department authorized psychiatrist or psychologist upon direction of the Chief of Police. (Refer to Policy 810.)
- I. Members on sick leave due to a brief illness, minor injury, or short-term disability shall remain at their residence or place of confinement unless receiving medical or therapeutic treatment prescribed by the attending physician. Any other reason for leaving shall, whenever possible, be approved in advance by either the member's commander or on-duty element supervisor. A member who leaves without prior approval must be prepared to justify the absence.

If a member is suspected of abusing sick leave, the supervisor/commander may request a residence check to verify the illness, injury, or disability through the on-duty patrol division commander for the area in which the member resides.

- J. A supervisor/commander or the Employee Benefits Unit commander may require a member to provide a statement from a department authorized physician and/or attending physician outlining the dates of treatment, diagnosis, prognosis, and expected period of disability, which shall be forwarded to the Benefits Section and the member's commander.
- K. A supervisor/commander who believes a member's duties or work environment are hazardous to the member will submit a Form 191 P.D., Interdepartment Communication, through the chain of command to the bureau commander, requesting the matter be reviewed by the attending physician and/or a department authorized physician.

The bureau commander will forward the Form 191 P.D. with recommendations to the Human Resources Division for processing.

- L. During extended sick leave, e.g., operation, broken bone, debilitating illness, pregnancy, etc., a member may engage in any activity at any place the illness or physical condition will permit, as determined by the member's attending physician.
- M. Members on sick leave may carry firearms in accordance with the current Procedural Instruction on firearms policy unless otherwise excepted.

- N. A member who will be on sick leave for fourteen days or more may request assignment to the Limited Duty Pool. Refer to Policy 825, Limited Duty.
- O. Leave Without Pay

A member who uses all sick leave may submit a Form 1 P.D. to request other types of paid leave, or to request leave without pay:

 - 1. A division commander may grant up to twenty-eight consecutive calendar days of leave without pay for an illness, injury, or disability if a member has used all forms of paid leave. The white copy of Form 1 P.D. must be forwarded to Personnel Records Section immediately.
 - 2. The department will attempt to hold the member's job open.
 - 3. The member need not complete separation processing.
 - 4. Other administrative matters affected by a leave without pay will be in accordance with Policy 745, Leave Without Pay.
- P. Failure to comply with the provisions of this policy or any substantiated abuse of sick leave may result in disciplinary action.

III. SICK LEAVE POOL POLICY

- A. A commander will prepare and forward a Form 191 P.D., Interdepartment Communication, through the chain of command to transfer a member to the Sick Leave Pool when the member:
 - 1. Continues on sick leave after twenty-eight consecutive calendar days.
 - 2. Is on sick leave anticipated to last for twenty-eight or more consecutive calendar days.
 - 3. Uses all available paid leave. (A member will not be placed in the Sick Leave Pool until requested paid leave and any leave without pay approved by the division commander are used, or until the twenty-eighth day of leave is used, whichever comes first.)

The bureau commander will make the final decision on the transfer and forward approved requests to the Benefits Section.
- B. The unit jacket will be forwarded to the Personnel Records Section upon transfer of a member to the Sick Leave Pool. The Benefits Section will be responsible for all administrative matters pertaining to the member.
- C. While on paid leave, the member shall receive base pay, group insurance plan coverage, and, if eligible, college incentive pay and pay increases.

- D. While assigned to the Sick Leave Pool or Limited Duty Pool, a member shall obtain a comprehensive medical statement from the attending physician and forward it to the Benefits Section before the tenth day of each month. This statement will include:
1. The current medical condition and prognosis.
 2. The member's ability to perform full or limited duties for an entire tour of duty.
 3. The anticipated duration of leave.
- E. **Before returning to full duty** from the Sick Leave Pool or Limited Duty Pool
1. The member shall obtain a medical statement from the attending physician and respond to the Benefits Section.
 - a. A sworn member's statement must specify the member is able to perform the full and unrestricted duties of a police officer effectively and safely for an entire tour of duty.
 - b. A non-sworn member's statement must specify the member is able to perform the duties of the member's assignment effectively and safely for an entire tour of duty.
 2. The Benefits Section will:
 - a. Direct the member to the appropriate department authorized physician, who must authorize the final return to duty. (Members returning following the birth of a child may be directed by the Employee Benefits Unit commander to return to duty without being referred to the department physician.)
 - b. Will advise the previous bureau commander of a member's ability to return to duty.
 3. A sworn member shall be firearms qualified prior to returning to full duty. (Refer to current Procedural Instruction regarding firearms policy.) Benefits Section will notify members who must qualify prior to returning.
- F. One year from the date of disability, a member will be considered for separation or non-duty related disability retirement based on the current prognosis and recommendation of the department authorized physician(s) and/or examining physician. However, if a disability is considered to be permanent and will prevent return to full duty, the member may be evaluated for separation at any time.
1. A member with ten or more years of service shall be considered for disability retirement.

2. A member with less than ten years of service shall be considered for termination.
- G. The Benefits Section will make recommendations for disability retirement or termination of members whose disabilities have continued for one year and/or have been medically confirmed to be permanent.

IV. MATERNITY POLICY

This policy has been established to enable female members to request and receive time away from work for the purpose of childbearing. This time away from work shall be regarded the same as any other temporary non-duty related disability in accordance with the provisions of this policy, Limited Duty (Policy 825), and Family and Medical Leave (Policy 746).

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- A. Upon medical confirmation of a pregnancy, the member shall obtain a medical statement from the attending physician addressing her ability to perform her work assignments, as specified below, and forward to her immediate supervisor. **The supervisor will send a copy to Benefits Section within three administrative days.**
1. A sworn member's statement must specify her ability or inability to perform the full and unrestricted duties of a police officer effectively and safely for an entire tour of duty.
 2. A non-sworn member's statement must specify her ability or inability to perform the duties of the assignment effectively and safely for an entire tour of duty.
- B. With the attending physician's approval, the member may request assignment to the Limited Duty Pool.
- C. Leave will consist of any combination of sick leave, vacation leave, or other paid leave days if desired by the member, or leave without pay.
- D. The attending physician will determine the appropriate recovery time after the birth.

V. SICK LEAVE DONATION

Members may donate sick leave to members who have used all accrued paid leave and sick leave may also be donated to a member on family and medical leave.

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- A. Members must respond to the Personnel Records Section and complete a Form 5728 P.D., Sick Leave Donation.

- * B. Sick leave must be donated in whole day increments, (10-hour work plan or 8 hour work plan) and only members with a balance of at least ten days will be allowed to make a donation.
- C. All sick leave donation adjustments will be processed by the Personnel Records Section.
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 - 1. Donated sick leave will be deducted from an active member's sick leave balance, as it is needed.
 - 2. Sick leave will be deducted from multiple donors in the order in which it was donated.
 - 3. If a donor is in the Sick Leave Pool at the time the donation is to be used, the donation will be canceled.
- D. If a member returns to full and unrestricted duty or leaves the department, all sick leave donations will be canceled. Personnel Records Section will notify the donor(s) that the donation was or was not used.

VI. PROCEDURES

Upon notification of a member's illness, injury, or disability, a supervisor/commander will make a sick day entry on the Form 469 P.D., Daily Exception Entry Sheet, or Form 469A P.D., Daily Assignment/Exception Entry Sheet, and forward to the designated timekeeper, with required sick leave entry information. Each full hour of sick leave will be deducted from accumulated sick leave.

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of
_____, 2001.

Dennis C. Eckold
President